Name: Date:

**Computer Applications I – Midterm Exam 2016-2017**

**1. Microsoft Word** – follow the steps below to create a Word document (32 points)

* Open a new document in Microsoft Word.
* Type your name, today’s date and Midterm in the Header of the document
* Change the document margins to Moderate
* Type the information below into your document:

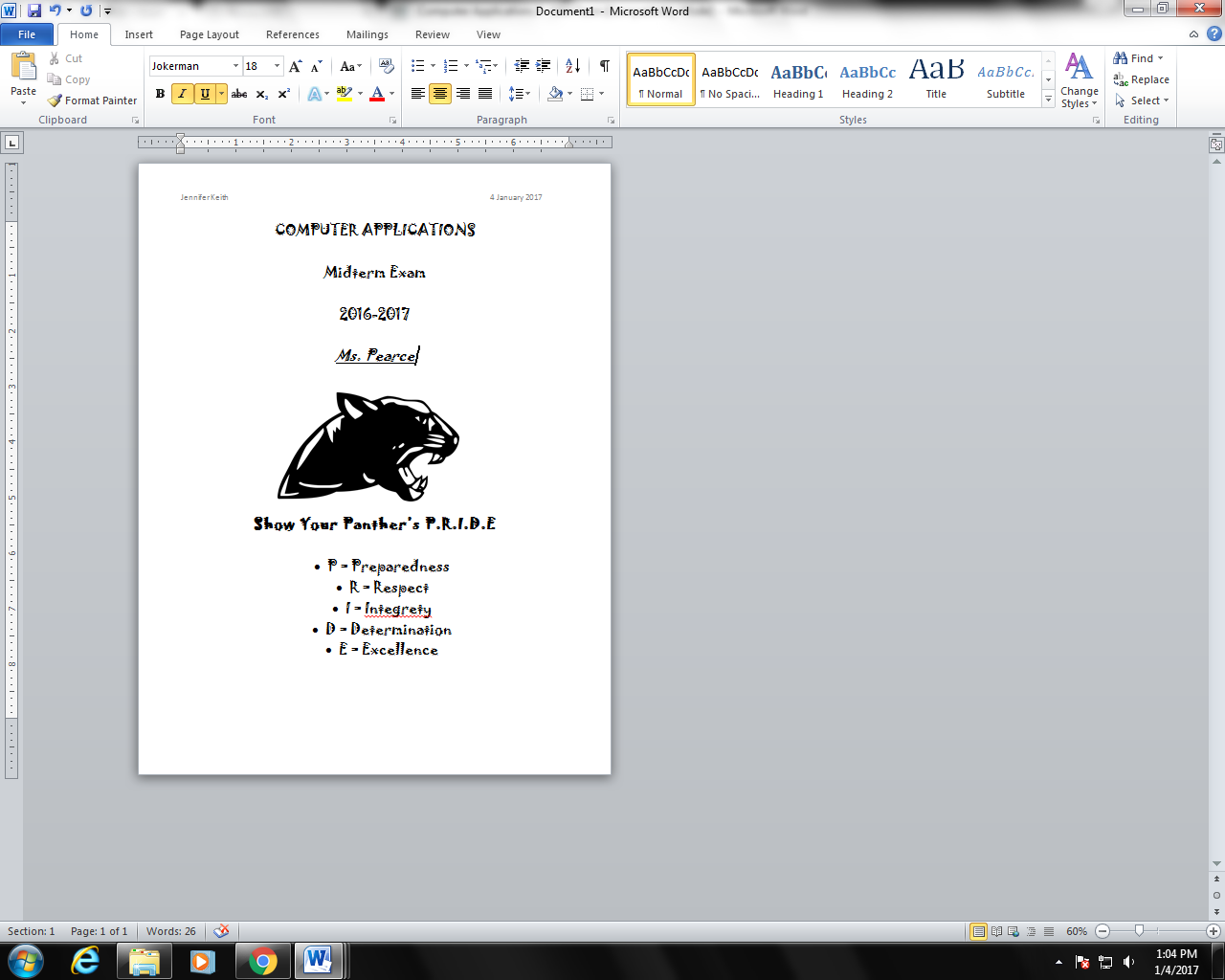
Computer Applications

Midterm Exam

2016-2017

Mr. Schneider

Show Your Panther’s P.R.I.D.E

* Change the all font style (your choice) and the font size to 18pt for entire document
* Add bullets to the acronym P.R.I.D.E by indicating what each letter means. (P= Preparedness; R = Respect; I = Integrity; D = Determination; E = Excellence)
* Change the course name to Upper Case.
* Select and Center all the text horizontally
* Bold “Show Your Panther’s P.R.I.D.E”
* Italicize and underline “teacher’s name”
* Select a picture of a panther.
* Resize the picture to an appropriate size (fit on one page)
* Format the picture using middle center with square text wrapping
* Change the line spacing to double spacing for the entire document except for the P.R.I.D.E. bullets
* Move the text from “Show Your Panther’s P.R.I.D.E” and bullets to under the clipart of the panther
* Run spell check & check capitalization
* Ensure that the document is on one page
* Save the document as “Word Midterm Exam”
* E-mail the document with the proper subject

**2. Modify a PowerPoint -** Follow the steps below to create a PowerPoint Presentation on How to Start a Business as a Teenager. (33 points)

1. Open the file named: **PPT Midterm Exam**
2. Save as “PowerPoint Midterm Practical Exam”
3. Insert a Title Slide and type **How to Start a Business as a Teenager** in the title placeholder and type **your name and today’s date** in the subtitle placeholder.
4. Add an appropriate design to your presentation.
5. Add the appropriate tabs to change the bullets of the **Conducting Research** slide
6. Change the slide layout of **Implementing Your Plan** to a Two Content slide.
7. Add an appropriate picture to the right content placeholder
8. Insert a Title and Content layout slide after **Implementing Your Plan** slide
9. Type **Five P’s of Marketing** in the title placeholder of the Title and Content slide
10. Type the following in the Content placeholder as a bulleted list:

* Product
* Price
* Place
* Promotion
* People

1. Use SmartArt to convert the list. Make sure that the diagram type you choose is appropriate for the text.
2. Insert a Title Only layout slide after the **Five P’s of Marketing** slide and insert a chevron shape and type **Keys to Success** in the title placeholder.
3. Format the shape using Intense Effect in the Shape Styles group. (Choose your own color)
4. Copy the chevron shape and add the text below:
   * Professional
   * Friendly Service
   * Quality Products
   * Success
5. Align the shapes similar to below:
6. Add your name and today’s date in the footer and apply to all slides except the Title slide.
7. Spell check your PowerPoint presentation
8. Save and email to your teacher with the subject: “PowerPoint Midterm Exam”

**3. Creating a shaded list with borders** – follow the directions below to modify the table. Save as “Midterm Shaded List” and email to teacher. (20 points)

**Event Date Time**

**Dairy Cow Show July 18 12:30pm**

**King and Queen Contest July 18 6:30pm**

**Talent Show July 19 5:00pm**

**Celebrity Swine Show July 20 5:30pm**

* On the horizontal ruler, insert left tab stops at 1”mark and 3 ½” mark. Insert a right tab stop at 5 ½” mark
* Insert tab before each event, date and time in the list
* Select list and change line spacing to 1.5
* Select top line of list and change font color to red
* Select last four lines of list and add “2 option” in Leader section at 3.5 tab stop and 5.5 tab stop
* Select list and add a double-line style border with Dark Blue, Text 2 color and 1 ½ pt width
* Drag left indent marker to the ½” mark and the right indent marker to the 6” mark.
* Shade the table with Blue, Accent 1, Lighter 60%